

279TH BASE SUPPORT BATTALION

COMMANDER'S POLICY

POLICY NUMBER: 01-31	DATE: AUG 11 2003
SUBJECT: Hand Receipt Updates	
PROPONENT: DOL (469-1540)	DISTRIBUTION: A, B & C

PURPOSE: Identify the timelines for hand receipt updates.

SCOPE: Applies to all hand receipt holders and their supervisors

REFERENCES: DA Pam 710-2-1, Using Unit Supply System (Manual Procedures), 31 Dec 97.

POLICY:

1. Hand receipts should be kept current and updated at all times. In order to accomplish this, changes will be posted to hand receipts with change documents. Changes need to be posted to hand receipts or subhand receipts at least every 6 months. The 6-month period (due date) is based on the date of the oldest change document. In order to keep all the BSB hand receipt holders in line with this requirement, the below policy is in effect:

a. 30 days prior to the due date: The hand receipt holder/supervisor is notified of the requirement and provided the necessary documentation to update their hand receipt.

b. One week prior to the due date: The hand receipt holder is notified by the Property Book Office (PBO) that the hand receipt is ready to be signed and picked up. By this date the hand receipt holder should have conducted all required inventories and insured all changes were posted correctly.

2. For those personnel failing to update their handreceipt by the required due date:

a. 30 days after the due date: The hand receipt holder/supervisor receives a letter through their chain of command from the BSB Executive Officer directing expeditious compliance with the above regulatory requirement.

b. 60 days after the due date: The hand receipt holder receives a letter from the BSB commander, through the PBO, notifying them that all regular services provided by the PBO to the individual's organization are suspended until completion of the update.

3. "Maximum Support-It Shall Be Done!"


DANIEL L. THOMAS
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Commanding